

C-O-N-F-I-D-E-N-T-I-A-L

19 February 1960

MEMORANDUM FOR: Agency Planning Group for a Mechanically  
Integrated Reporting and Communications  
System

SUBJECT : CS Information Reports: Reduction of  
Processing Time in the K Building  
Printing Plant

1. On 20 November 1959 the Management Staff submitted to the Requirements Division, FI Staff, an interim report on progress made in reducing the processing time of CS information reports in the K Building printing plant.

2. The report stated that plant processing time on all CS reports dropped from an estimated average of 40 working hours in February 1959 (the date the management study began) to an actual average of 13 working hours in October. The range in processing time during a sample 20 day period in October was: for priority reports, 1 - 16 working hours; for routine, 1 - 32 working hours. (It should be noted that the plant operates on an 8-hour-day, 5-day-week basis.)

3. During the period of the management study the CS report workload did not change significantly. Although the number of reports declined slightly, the number of mats (pages) showed an offsetting increase.

4. The reduction noted in plant processing time was considered primarily attributable to:

a. Simplification and standardization of:

(1) DD/P printing & distribution requirements for CS reports.

(2) Processing & control procedures for CS reports in the plant.

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(3) Processing & control procedures within and without the plant re work not directly related to CS reports.

b. Work distribution improvements in the plant.

c. Improvements in plant layout & equipment.

5. Additional equipment ordered but not yet installed may further reduce plant processing time. A final report will be prepared by the Management Staff when all equipment is in and operating and the new procedures have been fully tested.

MANAGEMENT STAFF

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